

[Copy and paste into your email, customize and send to your manager]

Hi [Name],

I'd like to attend Stibo Systems [Connect 2024](#), September 16-18, in Orlando, Florida. The conference attracts 450+ data professionals from around the world and features sessions on:

- The latest innovations and best practices in MDM
- Stibo Systems' product roadmap and future direction
- Customer use cases on how MDM is driving revenue, operational efficiency, better customer experiences and supplier relationships, sustainability and data-driven decision making

The conference is a great way to stay informed of the latest Stibo Systems MDM capabilities and future roadmap. It will also help me advance several of our team's initiatives, including:

- [add project or priority]
- [add project or priority]
- [add project or priority]

The registration fee includes two days of educational sessions and networking, breakfasts and lunches, as well as access to presentations and session materials after the event.

Here's an approximate breakdown of the conference costs:

| | |
|--|----------------|
| • Airfare | \$XXX |
| • Transportation | \$XXX |
| • Hotel (3 nights, using conference hotel) | \$837 |
| • Dinners (Monday/Tuesday nights) | \$XXX |
| • Super Early Bird Registration Fee | <u>\$399</u> |
| Total | \$X,XXX |

Thank you for considering this request. I look forward to your reply.

Regards,